**Vice President -- Conventions and Communications**

July 2022 Section 4

**Bylaws: Article V Section 1**

The elected officers shall be: Vice President – Conventions and Communications…

**Section 2**

The elected officers shall be elected by ballot at the LWML district convention to serve for a term

of four (4) years, or until their successors are elected, and shall not be eligible for re-election to

the same office for the following two (2) terms. An officer who has filled an unexpired term for

two (2) years or less shall be eligible for election to the same or any other office.

**Article VI Section 4**

The Vice President–Conventions and Communications may perform the duties of the office of the President in the absence or at the request of the President and shall:

A. serve as coordinator for the LWML district Convention Committee and the Editorial Staff of the LWML Indiana District including Editor, Communications Coordinator, Public Relations Director, and Webservant;

B. contact zone presidents inviting them to host an LWML district convention;

C. update LWML district convention guidelines;

D. present a report, including department activities, to each meeting of the LWML district Executive Committee, LWML district Board of Directors, and LWML district convention;

E. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;

F. maintain officer guidelines.

**Standing Rules**

1. The mileage allowance shall be $0.30 per mile. (02-06-2021)
2. Mileage expense shall be paid for two (2) authorized meetings of the Vice President-Conventions and Communications, Communications Coordinator, Editor, Web Servant and Public Relations Director during the biennium to review roles, responsibilities and methods of communication. (9-27-2016)

9. The district shall pay lodging for district LWML Board of Directors and committee members on the basis of four (4) per room for district conventions. The deadline for submitting vouchers shall be 10 days from close of convention. Waivers shall be determined by the Executive Committee. (9-20-2014)

14. The district President and the Vice President of Conventions and Communications shall sign the contract for the convention facilities. (7-30-2010)

16. The Executive Committee and the Editor are authorized to submit a voucher with receipts for up to the amount of one hundred dollars ($100) per year for use of their own computer systems. (9-20-2014)

17. LWML Indiana District members and husbands who use their personal vehicles when transporting LWML guests and speakers must possess a valid driver's license, drive a licensed and insured vehicle, be covered with appropriate liability and personal injury insurance and have no history of accidents of serious moving violations over the past three years (3-13-2015)

18.Any expenditure over $100 within the LWML Indiana District requires approval by the EC prior to purchase. The request should be submitted to their overseeing officer for approval by the EC. (11-17-2015)

20.Committees are to submit projected expenses to the EC by January 15 of biennial budget years for budgeting purposes. (8-25-2018)

**Meetings:**

Attend Executive Committee, Board of Directors, and the convention committee meetings as approved by Executive Board.

**Indiana District Conventions:**

1. Work with the president and convention chairman to coordinate plans.

2. After the convention committee has been appointed, give a list of the committee, including addresses and phone numbers, to the members of the Executive Committee.

3. Serve as liaison between the convention committee meetings and the Executive Committee.

4. Keep the district president apprised of all communications with the convention committee.

5. If needed, arrange with the convention committee for taping of selected sessions of the convention program.

6. Assist the BOD with registration and housing, as needed; make sure they have registration forms for registration fee, housing and food. If possible, request hotel to house board members and committees close or convenient to the meeting room.

7. Be responsible for all special guests arrangements.

* + After the President has received the acceptance of convention speakers, Bible Study leader, Communion Service preacher (if applicable), and song leader, keep in communication with them.
	+ Be sure to restate date, time, honorarium, and expenses covered.
	+ Send them registration and housing forms, and ask that these forms be completed and returned to you.
	+ Ask if they wish to make their own transportation arrangements or if you should. Suggest they try to get super saver tickets, if flying.
	+ Also, inquire if they have any special needs.
	+ Refer those needing assistance to the transportation committee.

8. Prepare and forward expense vouchers for the registrations to the district president or convention chairman for payment by the convention treasurer; or, waive designated fees. (See LWML IN District Convention Guidelines for Waiver of Fees and Expenses.)

9. If necessary, appoint hostesses for dignitaries. The hostess shall:

* Prior to arrival pick up guest registration and hotel key.
* Be in contact with the transportation chairman in charge of special guests concerning their arrival time,
* Orient guests to the convention facility.
* If necessary, introduce guests to the district president and others.
* Periodically check with guests to determine their needs.

10. Special luncheons.

* The President will provide you with a guest list for special luncheons (if applicable).
* Prepare and send invitations and receive regrets only for the special luncheons.
* Prepare special tickets and place cards for the luncheons as veil plan and provide favors with the approval of the Executive Board.

11. Assist the person preparing the convention manual with obtaining all the required information and pictures.

12. Prepare and submit a report of your office for the convention manual.

13. Following the convention, send the convention committee reports to the new convention chairman when she is appointed.

14. One year prior to the convention write all zones asking them to consider hosting a convention in four (4) years:

* inform interested zones of needs
* tour the proposed site with the president - request information about the sites before the visit
* the Board must approve the convention site
* instruct bidding zones to prepare a resolution for the convention manual

15. Ask those hosting the convention in two (2) years to prepare and present a skit encouraging attendance at the next district convention.

16. Supervise the Young Woman Representative program

* The district waives the registration fee for one YWR from each zone
* the zone is responsible for all other expenses, including meals and lodging
* inform zones of regulations and deadlines

(See guidelines for Young Woman Representative Committee.)

**LWML National Conventions**

1. Research arrangements for group transportation via bus, train or air. Sometimes this is not feasible.
2. Supervise the Young Woman Representative program as approved by the Board of Directors. (See guidelines for Young Woman Representative Committee.)
3. Gather designs for the district banner. Present suggestions to the Board of Directors at the spring meetings in odd numbered years.
4. Arrange for the construction of the banner and for transportation to convention and disposition after the convention.
5. The VP-Conventions and Communications is responsible for making and having available the id’s for all district people attending the LWML convention. These can be distributed at the district caucus meeting.
6. If needed, arrange for district breakfast and see to all details
7. Publicize convention in *Good News* and special mailings as needed.

**Editorial Staff**

1. Assist the editorial staff with any problems concerning deadlines and publications.
2. Make needed suggestions concerning content, appearance and distribution.
3. Maintain regular communication with the staff for the purpose of encouragement.